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Operations

PERSONNEL STRENGTH REPORTING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes responsibilities for the personnel strength reporting under actual and/or exercise situations. The success of operations conducted in hostile environments depends on thorough, realistic, and executable plans to mobilize, deploy, sustain, employ, and redeploys forces. It implements AFDPO 10-4, *Operations Planning*, and personnel strength reporting in response to actual emergencies, readiness condition, or their exercise equivalents. It applies to all units assigned or attached to the Seventh Air Force (7 AF), including deployed and provisional units, 51st Fighter Wing (51 FW) at Osan AB, Korea and 8th Fighter Wing (8 FW) at Kunsan AB, Korea.

1. Purpose: The operational focus of the 7 AF Commander is to ensure the readiness of assigned forces; prepare forces for deployment and employment; plan for beddown of forces; and exercise control of assigned and attached operational units and forces.

2. Responsibilities:

2.1. The 7 AF Manpower and Personnel Readiness Center (MPRC) is the primary focal point for personnel accountability of USAF personnel supporting 7 AF Commander's Area of Responsibility (AOR) including deployment, redeployment, casualty, replacement, and duty status.

2.2. The 8 FW Survival Recovery Center (SRC) Personnel representative and 51 FW Contingency Support Staff (CSS) Personnel representative (or other agency designated by the owning wing commander) will submit personnel strength reports to the 7 AF MPRC at recall start time plus 90, 120, and 150 minutes. Strength reports will include all 8 FW units, 51 FW units and tenant units assigned to each respective base. NOTE: Deployed and provisional units not reporting through the 8 FW and 51 FW will submit personnel strength reports to the 7 AF MPRC as outlined in this paragraph.

2.3. Reporting Agencies will continue to submit personnel strength reports to 7 AF MPRC every 75 minutes after the 150 minutes cutoff until all units are at 100 percent present for duty (PFD). Once all

units at each wing achieve 100 percent PFD, the wing Personnel representative will submit a final report to 7 AF MPRC.

3. Reports and Messages:

3.1. Personnel Strength Report. The personnel strength report will include Unit, Authorized, Assigned, Percentage of Authorized versus Assigned, Available, and PFD. Reports will cutoff at recall start time plus 60, 90, and 120 minutes. Submit reports to 7 AF MPRC IAW paragraph [2.2](#).

3.2. Personnel Readiness Functions, Manpower and Personnel Readiness Units (MPRUs), and Personnel Support for Contingency Operations (PERSCO) teams will complete and forward the following to 7 AF MPRC:

3.2.1. Joint Personnel Status (JPERSTAT) Report. Follow 7 AF MPRC instructions to complete this report. It is completed once daily no later than 1900, and transmitted via SIPRNET, secure fax, secure telephone or courier.

3.2.2. Personnel Status and Effectiveness Report (PSER). Follow 7 AF MPRC instructions to complete this report. It is completed twice daily no later than 0700 and 1900 hours and transmitted via GCCS-K, SIPRNET, secure fax, secure telephone or courier.

3.2.3. Replacement Messages. Follow applicable directives upon wing commander (or equivalent) and Functional Area Manager validation of requirement and transmit via GCCS-K, SIPRNET, secure fax, secure telephone or courier.

3.2.4. Duty Status Messages. Follow instructions in applicable directives and transmit via SIPRNET, secure fax, secure telephone or courier.

3.2.5. Casualty Messages. Follow instructions in AFI 36-3002, *Casualty Services*, and transmit via SIPRNET, secure fax, secure telephone, or courier.

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